

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152 Fax: (619) 702-9911

www.casd.uscourts.gov

Jury Clerk

Vacancy Announcement #06-12

*****REVISED CLOSING DATE*****

POSITION:	Jury Clerk
CLOSING DATE:	June 23, 2006, or until filled
STARTING SALARY:	Grade CL-25 — \$36,376- \$45,501
LOCATION:	San Diego, California

INTRODUCTION

The United States District Court for the Southern District of California is accepting applications for the position of Jury Clerk. This position assists in the overall administration of this court's petit and grand jury selection and utilization process. This position reports to the Jury Administrator.

REPRESENTATIVE DUTIES

The Jury Clerk primarily performs duties related to the selection, qualification, summoning, orientation, utilization, and payment of jurors and other types of jury administration. Duties include processing juror qualification questionnaires and ensuring that proper legal qualification criteria is met; forwarding to court certain letters from jurors requesting to be excused; excusing or postponing jurors, as allowed by statute; determining the proper number of jurors needed for jury trials by coordinating with judges' chambers and courtroom deputies; utilizing a jury management system; coordinating the automated electronic voice messaging system that provides juror reporting instructions; processing vouchers for costs associated with jurors; maintaining and monitoring attendance and payroll records of petit and grand jurors; time screening petit jurors for lengthy trials; assisting with preparation of orientation material and conducting orientations; and assisting in preparation and processing of jury summons.

QUALIFICATIONS

A minimum of two years of specialized experience is required. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures, involving the routine use of keyboard skills and use of specialized terminology, and demonstrating the ability to apply a body of rules, regulations, directives, or laws, such as might be found in a law office, banking firm, insurance company, real estate office, or in a court in the judicial system. Applicants must be able to type 40 wpm. A four-year degree is preferred.

SKILLS

The successful candidate should be mature, responsible, poised, possess tact, diplomacy, good judgement, analytical skills, initiative, and dynamic people and customer service skills. The incumbent must possess strong verbal and written communication skills and be computer literate.

REQUIRED CLEARANCES

Successful applicants will be required to submit to a background clearance and credit check which includes finger-printing.

APPLICATION PROCESS: Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, and three references that may be contacted. All application materials should be sent to:

**W. Samuel Hamrick, Jr.
Clerk of Court
Attn: Human Resources
880 Front Street, Suite #4290
San Diego, CA 92101**

or E-mailed to: **casd_hr@casd.uscourts.gov**

or Faxed to: **619/702-9911**

Preference will be given to those candidates who submit their application materials by
4:30 p.m., Friday, June 23, 2006.

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers' license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER